

**DEPARTMENT OF REHABILITATION SERVICES
BUREAU OF ORGANIZATIONAL SUPPORT**

**JOB POSTING
FISCAL ADMINISTRATIVE ASSISTANT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!!!

Open To: The Public and State Employees
Applications will be accepted from candidates who are on the current Fiscal Administrative Assistant exam list and from state employees who have attained permanent status in this job class.

Location: 55 Farmington Ave., Hartford
67 Prospect Ave., Hartford

Posting: 32433
PLEASE NOTE THE POSTING NUMBER NEEDS TO BE IN THE SUBJECT LINE OF THE EMAIL

Hours: A&R, 40hrs a week

Salary: \$54,171.00 - \$68,931.00

Posting Date: October 1, 2014 – October 10, 2014

The Department of Rehabilitation Services, Bureau of Organizational Support, is currently recruiting for a Fiscal Administrative Assistant. This position will be responsible for preparing an extremely complex payroll and handling the accounts receivable function for the Deaf and Hard of Hearing Unit, which will involve the use of CORE-CT and the Interpreter Services Scheduling System (Avianco). The selected candidate would be required to travel between both offices. Preference will be given to candidates with prior CORE-CT experience preparing complex payrolls and managing an accounts receivable process. Additionally, candidates with knowledge of American Sign Language (ASL) and/or have a willingness to learn is a plus.

EXAMPLES OF DUTIES:

Performs paraprofessional level work in fiscal and administrative activities; independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts; independently accountable for an accounts receivable or accounts payable process including varied and complex procedures and activities; prepares simple financial statements and assists in preparation of complex financial statements; calculates rates involving complex arithmetical formulas; gathers and consolidates payroll and expenditure data for budget preparation; ensures that expenditures plus encumbrances are within appropriation limits; reviews routine expenditures for compliance with itemized budgets; utilizes EDP systems for financial records and reports; independently performs purchasing functions including preparing and processing purchase orders and requisitions, authorizing routine purchase orders, and preparing requests for proposals; independently prepares renewal or new contracts based on awards; ensures that routine payments are in compliance with contract provisions; may perform routine agency human resource functions; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

APPLICATION PROCEDURE: To be considered candidates need to submit a completed State of Connecticut Application (Form CT-HR-12), three (3) professional references, at least one should be supervisory. Current State employees should submit a copy of their two most recent service ratings. The CT-HR-12 Application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf.

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted. Please send your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

DORS.Recruitment@ct.gov

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or

Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105
ATTN: Sabrina Betts - Human Resources

APPLICATIONS MUST BE RECEIVED AND POSTMARKED ON OR BEFORE October 10, 2014.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.